

Hello! Summer will be here soon, and that means it is time to make plans for the June Nebraska Council on Teacher Education (NCTE) meeting. The next general NCTE meeting will be **Thursday, June 10, starting at 12:00 p.m., in the Omaha Room at the Country Inn and Suites in Lincoln.** This is a change in plans, because we are conducting a folio review for the University of Nebraska-Kearney, Union College, and York College on Friday, June 11. Please complete the brief form found at the bottom of this page and copy and paste it into a reply e-mail by **May 25, 2010**. The reply e-mail should be sent to: marlene.beiermann@nebraska.gov, with questions directed to Marlene at 402.471.3397.

NCTE MEETING ATTENDANCE and REGISTRATION:

Please indicate if you plan to attend the meeting. Alternates have been designated for the associations (NASB, NCSA, NSEA, NCAPE) and the Institutions of Higher Ed. If you are the regular member and cannot attend, an alternate should be contacted. For association members, this is usually done by contacting your association and an alternate will be designated by association staff; however, you may be asked to contact an alternate directly. A membership list is attached to this e-mail to help in finding an alternate. Please sign in at the registration table when you arrive for the NCTE meeting. Everyone will also need to check the membership roster that will be available so that we have the correct contact information for you. For non-members and alternates attending (but not in place of a member), there will be a **registration fee of \$10.00**, made payable to the Nebraska Department of Education, that you will need to pay when you register. This registration fee covers the cost of snacks/beverages in the afternoon. *NCTE members and/or alternates attending in place of a member will not have to pay the registration fee of \$10.00.*

LODGING and MEALS:

NDE will reserve a room for you at the Country Inn and Suites in Lincoln for the night of June 9, if necessary. Since the meeting is starting at 12:00 p.m., we expect most members to drive to and from the meeting the same day, especially if you are within 130 miles of Lincoln. Mileage expenses will be reimbursed. If a room is needed, **we MUST hear from you by May 25 to guarantee that we get a room reserved for you!** Indicate if you have specific requests such as disability accommodations, or a smoking preference. Rooms for 2009-10 members and alternates attending in place of a member will be direct billed to NDE. Alternates or guests who attend but are not designated to represent a member are not reimbursed for travel expenses. We will e-mail your room confirmation number to you prior to the meeting. We are not going to be providing a lunch—we assume you will have lunch before attending the meeting. An afternoon snack and beverages will be provided. The Country Inn and Suites contact information is:

Country Inn & Suites
5353 N. 27th Street - Lincoln, NE 68521
402.476.5353
www.countryinns.com/lincolnne

MEETING MATERIALS:

We will again provide access to all NCTE meeting materials via the NDE website. You will be notified about the availability of the materials via e-mail; they will be posted soon.

----- **PLEASE COMPLETE, COPY & PASTE INTO A REPLY E-MAIL** -----

NAME _____

_____ Member _____ Alternate (attending in place of a member who cannot attend)

_____ Alternate (\$10.00 registration fee required if attending, but not in place of a member)

_____ Guest (\$10.00 registration fee required)

Do you plan to attend the June 10, 2010, NCTE meeting? _____ Yes _____ No

If you are a member and not attending, who will be your alternate? _____

If you are an alternate and attending for a member, please indicate which member you are representing:

Will you require lodging in **Lincoln** on June 9? _____ Yes _____ No

Special accommodations/requests: _____ Non-smoking _____ Smoking _____ Disability

If not a member/alternate, how will hotel payment be made? _____ Private Pay OR billed to: _____

REMEMBER: Meeting day and time has been changed to THURSDAY, JUNE 10 from 12:00 p.m. - 5:00 p.m.

Marlene Beiermann, Adult Program Services – 402.471.3397 or marlene.beiermann@nebraska.gov